

S-E-C-R-E-T

OFFICE OF TRAINING

NOTICE
No. 8-67

1 June 1967

SUBJECT: Travel Orders, Advances, Accountings and Claims


PURPOSE: To establish, on an interim basis and until further notice, the procedures and responsibilities concerning OTR travel.

1. Effective immediately the Budget and Fiscal Branch is responsible for the assignment of travel order numbers, preparation of travel orders, requests for advances, accountings and claims relating to travel.

2. An exception to the above is that the External Training Branch will continue to prepare travel orders and assign travel order numbers for all external training.

3. All schools and staffs are responsible for submission of a Travel Order Work Sheet, Form 504a, or suitable substitute. Schools and staffs may submit completed travel orders which will be subject to review by the Budget and Fiscal Branch. Travel Order numbers may be obtained by calling the B&F Branch, X-3182. Schools and staffs may also submit completed requests for advances, travel accountings and claims; however, it remains the responsibility of the B&F Branch to perform these duties on the basis of draft requests from the employee or office concerned.

4. Any questions should be referred to the Budget and Fiscal Branch.


John H. Richardson
Director of Training

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Distribution:
OTR - Key IC
(School, Staff, Branch
Chiefs and all Instructors)

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